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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 24 March 1955

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (14 - 18 March 1955)

1. GENERAL

25X1A a. Shuttle Run to [REDACTED] (New Item - Completed)

On Tuesday, 15 March 1955, the regularly scheduled shuttle truck transported 22,096 pounds of general cargo from the Washington [REDACTED]. On the return trip, a Graham Trailer was delivered to the [REDACTED] for disposal.

b. Special Truck Runs (New Item - Completed)

During the week, three non-scheduled truck runs were completed as follows:

25X1A (1) On 17 March 1955, 2,557 pounds of material were transported to [REDACTED] for TSS and OTR.

25X1A (2) On 17 March 1955, 1,700 pounds of cabinets were transported from [REDACTED]

25X1A (3) On 18 March 1955, 4,259 pounds of material were transported to the [REDACTED]

25X1C

2. PROJECTS AND STUDIES IN PROCESS

25X1A a. Headquarters and [REDACTED] on Motor Vehicle Accidents
 (Continued Item)

A draft of the Headquarters Regulation has been completed and is in the process of informal collaboration. Work on the [REDACTED] Regulation will begin as soon as one other priority regulation [REDACTED] (Motor Vehicle Replacement Standards) has been completed.

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- b. Headquarters and [REDACTED] Preparation and Submission of Tables of Vehicular Allowances, [REDACTED]
(Continued Item)

25X1A

These regulations are currently in the process of formal coordination.

- c. Requests for Vehicle Actions (New Item - Completed)

There were seven covert vehicle action requests processed during this reporting period.

- d. European Trip (Continued Item)

Reference Tab "A", Paragraph 3 --- Action on this item is suspended pending receipt of the TVA [REDACTED] 25X1A

3. OTHER ITEMS OF INTEREST

- a. Air Shipments (New Item - Completed)

Fifteen air shipments, weighing a total of 1,093 pounds, were shipped as follows:

<u>Requesting Activity</u>	<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Carrier</u>
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- b. Railway Express Shipments (New Item - Completed)

Five shipments, weighing a total of 639 pounds, were made

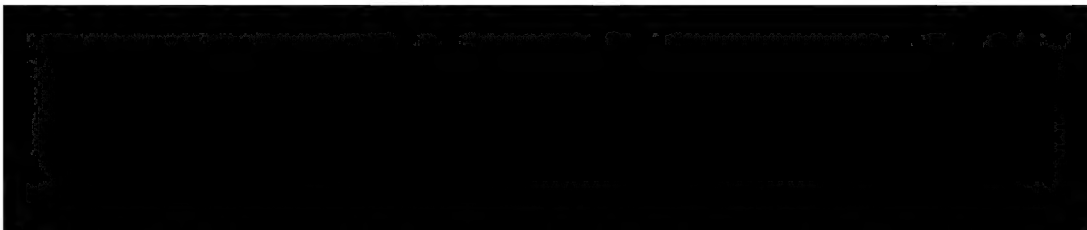
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through Railway Express:

<u>Destination</u>	<u>Weight</u>	<u>Item</u>	<u>Requesting Activity</u>
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c. Air Parcel Post Shipments (New Item - Completed)

Three shipments, weighing a total of 68 pounds, were made through Air Parcel Post channels:



25X1A

25X1A d. Delivery of Vehicle to [REDACTED] (New Item - Completed)

25X1A One vehicle was processed for overseas shipment and driven to the [REDACTED] by Transportation Division personnel.



25X1C

f. Bus Transportation for Agency Personnel (New Item - Completed)

Arrangements were made to provide Agency bus transportation service for two separate groups of Agency personnel. These services included:

- (1) Transportation for ten persons on 14 March 1955 from [REDACTED] The bus left at [REDACTED]

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0900 hours and returned at 1215 hours.

25X1A (2) Transportation for twenty persons on 19 March 1955 from Building [REDACTED] to the Administration Building. The bus left at 1100 hours and returned at 1230 hours.

g. Special Passenger Vehicle Trip (New Item - Completed)

25X1A An Agency chauffeur and sedan were made available to Mr. [REDACTED] Assistant to the DD/I, on Friday, 19 March 1955, for a trip to Carlisle Barracks, Carlisle, Pennsylvania. The vehicle left Washington at 0815 hours and returned at 2000 hours.

4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES



25X1A

PERCENTAGE COMPLETED: 55%

b. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 40%

c. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of Logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 75%

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d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 45%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 40%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 80%

g. Preparation of Plans for the complete rehabilitation of office space at the Que Building Motor Pool for use as a dispatcher's office and chauffeur's waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 50%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 40%

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